 Independent Verification & Validation Facility	Financial Data Control	IVV 07 Revision: B Effective Date: April 1, 2004
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	QMS Management Representative	03/31/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Donna Ozburn	10/23/2002
A	Revision	Mike Powers	09/07/2003
B	Revision – Changed BO to RMO	Mike Powers	04/01/2004

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 06	Purchasing
IVV 06-1	Purchase Request Procedure
IVV 07-1	Project Baseline Revision Procedure
IVV 07-2	Monthly Financial Review Procedure
IVV 08	COTR Procedure
IVV 09-4	Project Management
IVV 16	Control of Quality Records

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1.0 Purpose

The purpose of this System Level Procedure (SLP) is to establish a consistent and documented method for receiving, distributing, tracking and reporting on funding and financial activities at the NASA Independent Verification and Validation (IV&V) Facility.

2.0 Scope

This SLP applies to receiving, distributing, tracking and reporting on all funding and financial activities performed at the NASA IV&V Facility.

3.0 Definitions and Acronyms

3.1 Resource Manager (RM)


The Resource Manager is a government employee responsible for managing the IV&V Facility's Resource Management Office. The RM is responsible to ensure the overall integrity of the financial dollars for the IV&V Facility. The RM will implement financial controls through various systems.

3.2 Customer Point of Contact (POC)

An identified customer's employee from an organization that the IV&V Facility is providing services to (customers) and has the authority and responsibility to prepare, implement, direct and distribute funding to the NASA IV&V Facility for services performed under a contract.

3.3 Contracting Officer (CO)

A government contract specialist with the authority to enter into, administer, and/or terminate contracts and make related determinations and finding (see FAR 2.101).

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3.4 Contracting Officer's Technical Representative (COTR)

A qualified government employee appointed by the (CO) to act as a technical representative in managing the technical needs of a particular contract. If necessary, the CO may appoint an alternate COTR to act during short absences of the COTR. Technical organizations are responsible for ensuring that the individual they recommend to the CO possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract (see SLP 08).

3.5 Contractor


Anyone providing goods or services to the NASA IV&V Facility under a contract.

3.6 Project Manager (PM)

An IV&V Facility government employee appointed by Facility management who performs a project management function. PMs are responsible for the project's financial plan: contract dollars, Operation and Maintenance (O&M) funds, and Director's Discretionary Funds (DDF). PMs must verify monthly 533 data from the contractor. PMs are responsible for out year project financial projections (see SLP IVV 9-4). For the context of this SLP, a project is any IV&V, IA, System/Software-Engineering or other task being performed by the IV&V Facility for a customer.

3.7 Purchase Request

The document initiating a procurement of products or services.

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3.8 Program Analyst (PA)


An IV&V Facility government employee who performs Program, Project, and Facility Financial analysis. The PAs are responsible for the entering monthly 533 cost data into the IFMP system and into the IV&V Facility Financial System. PAs are responsible to record funding received and generate Purchase Request via the Integrated Financial Management Program (IFMP). PAs validate/analyze/review Financial Reports. PAs support the RM on everyday Resource Management Office activities.

3.9 Operations & Management Fund (O&M)

O&M funding is obtained by assessing a tax to each customer of the IV&V Facility. Also, O&M funding can be obtained from outside sources. The O&M funding is monitored and distributed by the Associate for Operations. O&M funding supports, but is not limited to, all services provided by the West Virginia University Research Corporation (i.e., utilities, security, janitorial services, etc.).


3.10 Director's Discretionary Fund (DDF)

DDF funding is obtained by assessing a tax to each customer of the IV&V Facility. DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

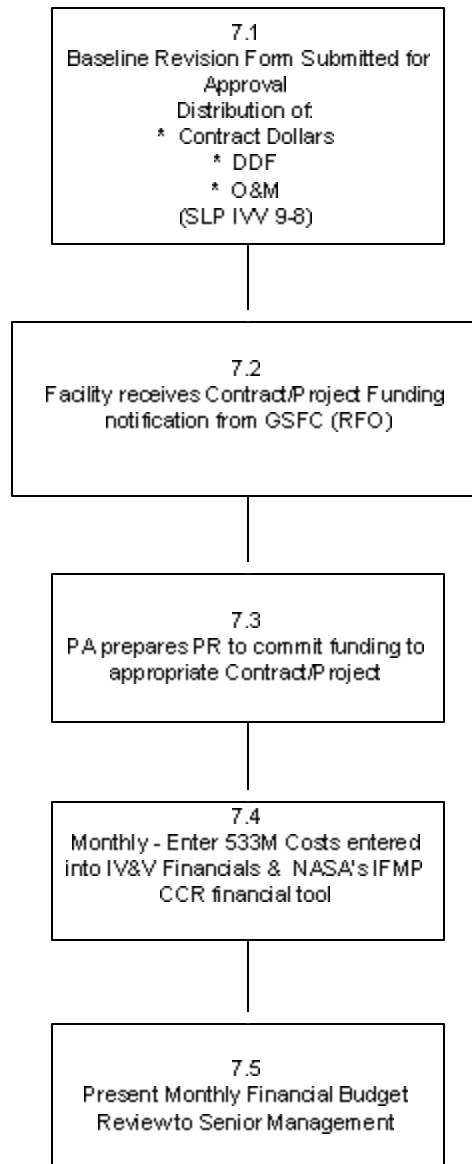
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3.11 Acronyms


CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
CCR	Contract Cost Reporting
DDF	Director's Discretionary Fund
FA	Formal Agreement
FAR	Federal Acquisition Regulation
FRC	Federal Records Control
IA	Independent Assessment
IFMP	Integrated Financial Management Program
IV&V	Independent Verification and Validation
NPD	NASA Policy Directive
NFS	NASA FAR Supplement
NPR	NASA Procedures and Requirement
O&M	Operations & Management Fund
PA	Program Analyst
PM	Project Manager
PR	Purchase Request
POC	Customer Point of Contact
RM	Resource Manager
RMO	Resource Management Office
SLP	System Level Procedure

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4.0 Flow Chart



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5.0 Responsibilities

Responsibilities for this SLP are defined in Section 3.0 Definitions and Section 6.0 Procedures of this SLP.

6.0 Procedures


6.1 Project Financial Plan Approved

The PM shall submit a Project Baseline Revision Form to the RM to initiate a new project. The RM and Associates of Operations Manager will validate and approve the distribution of planned funding among contract dollars, DDF, O&M and any project payback to DDF that may be applicable. Reference Project Baseline Revision Form and Procedure IVVRMO-125.

6.2 Project Financial Data Recorded

The approved Project Baseline Revision Form is forwarded to the PA for data entry into the IV&V Facility Financial System. The PA will enter all relevant project data such as; contract Task Order Number, task order value, project financial plan, project's Work Breakdown Structure (WBS) and projected out-year funding.

The RM or PA shall receive funding from GSFC Resource Finance Office or via e-mail notification, sub-authorization, through a reimbursable agreement, and/or sometimes phone notification. When funding notification is received the PA records the funding amount in the Funding Received Log located in the IV&V Financial system. Then, the PA enters the contract/project dollars, DDF and O&M funding into the project's IV&V Facility Financial System. After the funding received amount is recorded, the project, O&M and DDF dollars are tracked separately in the IV&V Facility Financial System.

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6.3 Purchase Requesting Funding for Project


Based on an approved Baseline Revision Form, the PA shall initiate a Baseline Revision form Purchase Request (PR) for the contract/project. All PRs are to be approved by the PM, COTR, RM, and IV&V Facility Director. After the Director's approval, the PR is submitted electronically and processed in the IFMP Procurement system. The PA will log the approved PR into the Purchase Request Log and allocate the funding to (project, DDF, and O&M) on the IV&V Facility Financial System. The PA will provide an approved copy of the PR to the COTR and PM.

6.4 Monthly Costs & Accruals Recorded

The contract's/project's monthly financial data will be submitted from the contractor via form 533M or through monthly invoices. The COTR and PM must verify monthly cost data from the contractor. After COTR/PM approval, the PA will enter the 533M cost data into the IV&V Financials System. Also, before the NASA monthly financial closeout the PA will post the 533M cost accruals into NASA's IFMP SAP CCR costing system.

6.5 Presentation of Monthly Financial Budget

A monthly Financial Budget Review will be prepared and presented for Senior Management by the Resource Management Office. This review will be held each month for the Budget Review Presentation. The monthly review shall provide a financial status of all contract's/project's Financial Plans, Funding Received, Funding Commitments, project costs, projected project spending and carryover. In addition, the review will provide a status of the Resource Management Office updates, issue, and concerns for the IV&V Facility. An Action Item Log containing all actions resulting from the Budget Review will be maintained in the financial spreadsheet and the IV&V Facility action item database (TrackWise). The Action Item Log will be reviewed during each Budget Review. The financial review will include the cumulative Earned Value Management reports from designated projects. A narrative analysis will be provided for any project performance deviations greater than a management defined percentage. Prior to the budget review the PM will initial the Monthly Budget Review Checklist for their projects. Reference the Monthly Financial Review Checklist and procedure (IVV 07-2).

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7.0 Metrics

- The number of actions opened each month.
- The percent of actions closed each month.
- The number of PRs submitted each month.
- The duration time it takes to obligate a PR.

8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
IV&V Financials – Spreadsheet	Resource Manager / Program Analyst	NPR 1441.1	Facility Shared Drive (N)
Monthly Financial Budget Review Package	Resource Manager	NPR 1441.1	Facility Shared Drive (N)
Monthly Financial Review Checklist	Resource Manager	IVV 07-2	Facility Shared Drive (N) Signature Forms/Procedures